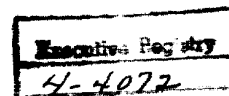


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AUG 3 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Administrative Support Course--22 June - 10 July 1953

1. Pursuant to your instructions, a senior member of this Office monitored the Personnel portion of subject course which was conducted on 30 June 1953.

2. The Personnel portion was presented by four members of the Personnel Office on which the following comments are made:

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a. Mr. [REDACTED], Overall Administration--Mr. [REDACTED] covered very broad personnel policy of the Agency and at the specific request of OTR injected a very brief picture of the CIA Career Service Program. Mr. [REDACTED] presentation was well made insofar as what he covered is concerned, but it is felt the coverage was too broad and lacking in specifics.

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b. Mr. [REDACTED] Special Contracting and Allowances--Mr. [REDACTED] made the error of assuming that the class knew more than they could know about his subject. He failed to define special contracts and allowances and indicate the necessity for them and some of the necessary details on actual processing.

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c. Mr. [REDACTED] Central Processing--Mr. [REDACTED] has a subject with multitudinous details and instead of treating the various items in an understandable chronology, he rambled and repeated himself on several occasions.

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d. [REDACTED], Military Personnel--[REDACTED] subject, as compared to the others, was relatively simple to describe and he performed acceptably.

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3. We see two major objections to the presentations: first, insufficient time was allotted for a reasonable presentation of principles and some procedure; second, the subject matter to be presented should be more comprehensive. The training announcement dated 2 June 1953 stated that the course will cover, among other things, administrative support of the clandestine services. It is intended that students will gain not only some knowledge of support principles and procedures but also an insight into the peculiar problems involved in the support of operations (quoted from announcement). While Miss

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██████ the conductor of the course, expressed her complete satisfaction with the material presented, we are of the opinion that a much better job can be done. For the course scheduled to begin 17 August 1953, I propose that we cover the following items:

- a. Overall Agency personnel policy with appropriate references to the Career Service Program.
- b. Tables of Organization, their place and preparation.
- c. Job classification and pay administration.
- d. Recruitment.
- e. Placement functions.
- f. Services and benefits, including retirement, compensation for illness and injuries, counseling, insurance and incentive awards.
- g. Special contracts and allowances.
- h. Military personnel administration.
- i. Central Processing functions.

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████████████████████  
GEORGE E. MELOON  
Personnel Director

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